



# FAIRTRADE UNIVERSITY AWARD HANDOVER DOCUMENT



Fairtrade staff and volunteers at Middlesex University Quad stall, 2022.

# THE FAIRTRADE UNIVERSITY AWARD INTRODUCTION

The Fairtrade University Award is a UK-wide accreditation programme jointly run by the Fairtrade Foundation and SOS UK (Students Organising for Sustainability).

The award celebrates institutions that are committed to supporting Fairtrade producers, raising awareness of global trade justice, and engaging students and staff in ethical consumption through real institutional change.

The award recognises institutions for embedding ethical and sustainable trade into their:

- Procurement practices
- Student and staff engagement
- Curriculum and research activities

The award uses a toolkit-based framework that encourages institutions to evidence activities against a set of criteria in these core areas.

## WHY THE FAIRTRADE UNIVERSITY AWARD MATTERS TO UNIVERSITIES

### **Drives ethical procurement and sustainability goals**

Promotes the use of Fairtrade products and aligns the university with broader social and environmental commitments like the UN SDGs.

### **Enhances reputation and appeal**

Demonstrates the university's commitment to ethics and sustainability, helping attract socially conscious students, staff, and partners.

### **Supports student engagement**

Encourages active learning and student involvement in global justice, sustainability, and ethical consumption.

# HOW DOES IT WORK?

Institutions and union partnerships will have two years to complete the Fairtrade University Award. Partnerships register and work for an Award using our bespoke online toolkit, structured to enable the partnership to upload evidence for each criterion, track progress and engage a working group.

You will have two years to complete as much or as little from the toolkit as you decide, with support and/or resources from SOS-UK and the Fairtrade Foundation throughout. In the spring of year 2, you will be supported to recruit students who we will train to conduct your audit. Accreditations will then be awarded and remain valid for two years, until the next audit date.

## JOBs TO PRIORITISE AS NEW COORDINATOR

Task	Suggested Action
Familiarise yourself with the Toolkit	Read through the online toolkit and guidance documents, get a login to the toolkit
Review your institution's previous submission	Go through previous application and understand the type of evidence submitted for each criteria
Connect with key stakeholders	Reach out to sustainability, procurement, catering, academic staff, SU
Plan your timeline	Use a shared tracker to manage criteria and deadlines
Collect and upload evidence	Campaign photos, emails, procurement docs, policies, student quotes
Attend Fairtrade and SOS UK webinars and network groups	Learn from other institutions, ask questions, get inspired

# AWARD TIMELINE

The award is a biannual cycle:

Phase	Month	Activity
Registration & planning	Sept–Oct yr 1	Register new coordinators, review toolkit, assign roles
Delivery & data gathering	Sept -June yr 1 Sept - April yr 2	Run events, embed procurement changes, gather evidence, attend network meetings and webinars
Student auditor recruitment	March yr 2	Recruit students for the audit process
Toolkit submission deadline	April yr2	Submit completed toolkit with supporting evidence
Student auditor training and audit	April yr 2	External auditor training and audit
Audit moderation	May yr 2	Fairtrade Foundation and SOS UK moderate audits
Results shared	June yr 2	Receive award level and feedback report
Celebration & comms	June yr 2	Share results internally and externally

Note: Dates can vary each year—check with the Fairtrade Foundation or SOS UK for the updated confirmed timeline.

# WHAT YOU'RE WORKING TOWARDS

Award Level	Points	Description
Award	More than 100 marks	Building foundations, early-stage engagement
One Star	More than 225 marks	Solid evidence of impact across criteria
Two Star	More than 350 points	Strong institutional commitment and embedded practice
Three Star	More than 475 points	Exceptional leadership, innovation, and integration

## CONTACTS

Support Type	Resource
Toolkit login	<a href="https://toolkit.sos-uk.org/fairtrade/login">https://toolkit.sos-uk.org/fairtrade/login</a>
University Resource Library	<a href="https://www.fairtrade.org.uk/get-involved/get-involved-in-your-community/universities-and-colleges/">https://www.fairtrade.org.uk/get-involved/get-involved-in-your-community/universities-and-colleges/</a>
Contact the Fairtrade University Award team	<a href="mailto:universities@fairtrade.org.uk">universities@fairtrade.org.uk</a>

# THANK YOU

**We're so grateful to the Fairtrade campaigners who keep the movement going and continue to advocate for a fairer trade system. We couldn't do it without you. You help to make sure that the future is fair.**

**Thank you from our Fairtrade and SOS UK partnership team.**



Ailish White  
Campaigns Officer,  
Fairtrade  
Foundation



Elena Fernandez  
Lee, Education  
Campaigns  
Manager  
Fairtrade  
Foundation



Swetha  
Guruprasad,  
Project Manager  
SOS UK



Tilly Jarvis,  
Senior Project  
Manager (Food  
& Farming)  
SOS UK

**[fairtrade.org.uk](http://fairtrade.org.uk)**

Fairtrade Foundation,  
Unit 5.07, The Loom,  
14 Gower's Walk,  
London, E1 8PY

Registered charity no. 1043886  
A company limited by guarantee,  
registered in England and Wales no. 02733136